

**SUBJECT: PROCEDURES FOR PROVIDING
EMPLOYMENT DOCUMENTS AND
FORMS FOR NEW HIRES**

GENERAL:

The purpose of this bulletin is to identify the necessary employment documents required by the Employment Center for processing newly hired Non-Instructional employees. Supervisors must obtain these documents of all new hires prior to scheduling an interview and clearance appointment.

A. REQUIRED DOCUMENTATION FOR NEW HIRES

1. Newly hired Non-Instructional employees must take the following documents to the Employment Center in order to be processed so that compensation for employment can begin:
 - a. PAF, their resume, educational certificates (college transcripts must be official copies), required test scores, certifications, or licensures required to meet minimum qualifications
 - b. Social Security Card
 - c. Photo identification
 - d. Work authorization documents for I-9 Form processing
 - e. Copies of three reference checks completed by a supervising administrator (see Exhibit B for a copy of the reference form)
 - f. Copy of the job posting for the vacancy being filled
2. The work location is accountable to the state for failure to secure and submit these documents.
3. These documents will become official records in the employee's personnel file.
4. New hire processing will be placed on hold, which means the employee will not be paid, if these documents are not presented at the Employment Center.
5. Locations must also keep a copy of the Reference Check Forms in their interview documents that are stored at the work location.
6. Employees will not be able to begin working until all documents are submitted for processing.
7. Failure to provide all of these documents will result in the new employee not getting paid.

B. REFERENCE CHECK FORM (Exhibit)

1. The following form is to be used for checking references.

**THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
EMPLOYEE REFERENCE FORM**

SECTION I - REFERENCE INFORMATION

**Issued By:
Non-Instructional Staffing Department**

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Applicant's Name:	_____	Position Applied For:	_____
Name of Reference:	_____	Reference's Title:	_____
Ref. Work Location:	_____	Ref. Phone Number:	_____
Relationship to Applicant:	<input type="checkbox"/> Supervisor/Manager <input type="checkbox"/> Colleague <input type="checkbox"/> Other _____		
Dates of employment/time you have known applicant:	_____ to _____ or # of years _____		
Did you supervise this individual?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is applicant eligible for re-employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Other _____		

SECTION 2 – PROFESSIONAL/PERSONAL QUALITIES

Please check each indicator.	Excellent	Good	Fair	Poor
Quality of Work/Work Habits				
Ability to Work with Others				
Ability to Learn				
Dependability/Attendance				
Attitude				
Judgment/Common Sense				
Initiative				

Additional Comments:

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Reference Conducted By: **Name:** _____